

**REQUEST FOR INVESTIGATION – SUSPECTED CalWORKs STAGE 1 CHILD CARE FRAUD**

Suspected child care fraud occurred while participant was receiving  
**CalWORKs Stage 1 Child Care**. If no, **STOP**, do not refer to WFP&I.

**Early Fraud Telephone Referral (CHECK BOX)**  
**Date of phone call:**

**A. FROM**

Agency Name:

Agency Code:

**B. CASE INFORMATION**

Parent/Guardian Name (Last, First):

Case Number:

Language:

Address (Number and Street):

Apt. No.:

City and State:

Zip:

Telephone No.:

**C. PROVIDER INFORMATION**

Provider Name (Last, First):

DMV License No.:

Provider ID No.:

Language:

Address (Number and Street):

Apt. No.:

City and State:

Zip:

Telephone No.:

**D. ELIGIBILITY INFORMATION**

Current Child Care Eligibility Determination

Eligible

Ineligible

Questionable (Explain in "Remarks" below)

Current Child Care Amount

Child Care is Correctly Determined

Child Care is Questionable (Explain in "Remarks" below)

Adverse Action Initiated or Completed

Child Care Amount Decreased

Child Care Terminated

No Action Taken (Status Pending)

**E. FRAUD INFORMATION**

Type of Allegation

Parent Not Participating in Welfare-To-Work Activity

Parent Not Employed

No Child(ren) in The Home

Services Duplicated

Misuse of Funds

Other:



## INSTRUCTIONS

### ST1-17 PREPARATION AND PROCEDURES:

#### Case Manager:

1. Verifies through the GEARS MAOC screen that the suspected child care fraud occurred while participant was receiving services in the **CalWORKs Stage 1 Child Care Program**.
2. Requests a fraud investigation from the Welfare Fraud Prevention and Investigations (WFP&I) Section by completing one set (original and three copies) of the Request for Investigation – Suspected Child Care Fraud form when there is evidence of fraud in the CalWORKs Stage 1 Child Care Program. **Check the box to indicate that this is an Early Fraud-Telephone Referral and the date the phone referral was made.**

Note: Do not use carbon paper. This form is printed on NCR (No Carbon Required) paper.

3. Enters all requested information in Section A through E.
4. Enters the following under “Remarks” in Section F.
  - If eligibility is questionable in Section D, give the reason.
  - Makes other pertinent comments, if any.
5. Signs and enters all requested information in the first line of Section G.
6. Keeps last (yellow) copy as a control and files it in the child care case record.
7. Attaches the following to the original (white) and first two (green and pink) copies:
  - a. Evidence to document the fraud allegations.
  - b. Copy of case narrative, if needed (see “Notes” under Item 4 above).
  - c. Other information, if any, that supports the fraud allegation.
8. Forwards the original, first two copies (green and pink), and all attachments to the Supervisor for review.
9. When the Fraud Investigation is completed and WFP&I returns the original form, discard the control copy and file the original in the case record for permanent retention.

#### Supervisor:

1. Reviews the form and attachments for correctness and completeness giving particular attention to cases where current eligibility is shown to be questionable in Section D.
2. Signs and enters all requested information in the second line of Section G.
3. Forwards the referral packet to: Welfare Fraud Prevention & Investigations Section, Child Care Fraud Unit. Attention: Hector Gomez

#### WFP&I Welfare Fraud Investigator:

1. Follows existing WFP&I Intake, investigations, collection, and prosecution procedures.
2. When investigative activities are completed, return the original form (white) and required documentation to the sender.